

Developing the State Council

Tips & Tactics for the First Year



1 Be an Expert – Become familiar with the ICJ as adopted in your state with an emphasis on the establishment of your State Council. What authority does your State Council have? What is its role in the oversight and/or administration of the ICJ in your state?

2 Outreach – Create an outreach plan for securing appointments to the State Council that identifies the appropriate appointing authorities as well as the number and types of appointments from each.

3 Communicate – Initiate communications with each appointing authority requesting the appropriate appointments either via telephone, email or other written request. Include a due date. Be persistent!

4 Educate – Schedule meetings with staff from the appropriate appointing authorities to define the need for appointments and the requirements set forth in the adopted compact legislation. Likewise, share information on requirements set by the Commission.

5 Train – Schedule meetings with State Council appointees (preferably in-person) as they are appointed to review the ICJ, its requirements for your state, as well as the need and role of the State Council. Training materials and information are available from the Commission's website and National Office.

6 Plan – Schedule the first meeting of your State Council in coordination with the designated Chair (if any). Develop an agenda containing key business items, decision points and action items. Keep it specific. Keep it brief.

7 Promote – Be conscious of and comply with all open meeting laws and notices that may be required in your state. In addition to required notices, you may wish to further promote the meeting based on specific agenda topics, e.g. to other departments or agencies impacted by ICJ activities or to other non-governmental stakeholders.

8 Meet – Convene the first meeting of your State Council. If no chair has been previously designated, select a member to Chair the group going forward. This Chair may, in many cases, be temporary until Bylaws or other operational processes of the State Council can be created and adopted.

9 Follow-up – Quickly follow-up with State Council members on directed action items and plans. Be sure to share the activities and regular summaries of the State Council and its activities with higher-ups and appointing authorities. Schedule the next meeting and set clear goals for the development of supporting activities, e.g. developing Bylaws, developing a Mission Statement or conducting training.

10 Stay in Touch – Set expectations of regular communications and sharing with State Council members, compact administrative staff, agency leaders and appointing authorities. Your State Council members are volunteers with many other responsibilities and commitments. If they don't hear from you, they aren't thinking about ICJ or State Council.

11 Celebrate – Recognize and celebrate the success of the ICJ in your state and the role that the new State Council is playing and will play in the future. Seek to communicate and promote this success and the State Council's activities publicly through your State Council leaders, members and appointing authorities.

